

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Student Achievement Specialist - Elementary	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Asst. Director Assessment and Accountability	PAY GRADE:	840
DEPT./SCHOOL:	Assessment and Accountability	DATE REVISED:	11/01/11

PRIMARY PURPOSE:

The Student Achievement Specialist will train and support elementary campus personnel on the use and understanding of assessment data to improve student achievement.

QUALIFICATIONS:

Education/Certification:

- Current elementary teaching certification
- Master’s degree preferred

Special Knowledge and Skills:

- Knowledge and understanding of test measurement concepts
- Knowledge and understanding of TEA accountability requirements and test administrative procedures
- Knowledge and understanding of norm-referenced assessment procedures and interpretation
- Comprehensive understanding and working knowledge of curriculum, instruction, and technology
- Knowledge and understanding of the SAS Performance Portal and data systems
- Comprehensive understanding of Measures of Academic Progress (MAP) test and computer adaptive testing
- Comprehensive understanding of cognitive achievement measures

Experience:

- Experience in elementary classroom teaching, three years minimum
- Experience in a leadership role is preferred
- Demonstrated ability to prepare and analyze descriptive data on student measures, using Excel

MAJOR RESPONSIBILITIES AND DUTIES

Train and support campus staff regarding the appropriate use of assessment data

Train and support campus staff to ensure proper administration of all norm-referenced and criterion-referenced assessments

Support District Test Coordinator in management of state testing administration

Coordinate with curriculum, special education, multilingual, and counseling departments to ensure assessment data is used appropriately and consistently within the district

Support as directed the Site-Based Decision Making (SBDM) process at the district and elementary campus levels

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

All other duties as assigned by the asst. director of Assessment

Follow attendance policy as assigned by supervisor.

WORKING CONDITIONS:

Mental Demands:

Effectively communicate in written and oral form regarding policy, procedures, and data. Maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and state-wide travel; occasional prolonged and irregular hours.

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____ Date _____

Reviewed by _____ Date _____